

FIRE CHIEF

(Competitive Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses the position of chief officer for the fire department. Work of the class is primarily administrative in nature and involves the planning, directing, and coordinating of all activities of the fire department. The employee of this class is responsible for financial management, for providing for necessary records and reports, for personnel management, for performing public relations duties, and for managing fire suppression, training, and fire prevention. The Fire Chief is subject to call at all times and may take command and direct operations at a fire or other emergency. The Fire Chief reports to and has work reviewed by the appointing authority for the city.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Manages the operation of the fire department. Determines how the department should be organized, including number of operating units, distribution of such units, and assignment of personnel. Sets management policies, goals, and objectives for the department. Provides for research and planning for programs and activities of the department. Conducts inspections of the various divisions of the department, evaluates their effectiveness, and takes appropriate action to improve problem areas. Makes changes in department operations that will improve the city's ISO rating. Monitors and evaluates any local conditions which may become fire or safety hazards.

Reviews existing or proposed legislation and researches the implications of such legislation to determine if changes in department policies and procedures are needed. Formulates position statements on legislation to be used by the fire department or city administration.

Directs the investigation of all accidents involving department equipment or personnel, determines the cause, and makes changes in procedures to avoid future accidents. Directs the investigation of complaints against department personnel and formulates a recommendation for action to be taken. Develops a personnel recruitment and selection program. Interviews prospective employees and makes recommendations for hiring. Keeps promotional eligibility lists and recommends promotions in accordance with civil service law.

Accounts for the money and assets of the department. Gathers information for and prepares a departmental operating budget. Authorizes the expenditure of funds, making sure that such expenditures are in accordance with the budget.

Coordinates the work of the department with related federal, state, and local agencies, releasing information and giving assistance when needed. Serves as department representative at meetings as required by the local governing authority. Makes talks and conducts demonstrations on fire department topics before school and civic groups. Serves as department representative to the news media, releasing information and answering questions concerning the work of the department. Answers questions for the public about the operation of the fire department or any related areas of emergency services. Coordinates special projects related to public relations. Serves as a consultant for smaller fire departments in surrounding areas.

Provides for the maintenance of all department records. Makes decisions concerning what information should be included in records and in what form this information should be kept. Prepares payroll records and all other forms and records required of the chief administrative officer. Reads department correspondence and takes the action required, either by personally answering correspondence or by assigning correspondence to the appropriate subordinate for reply. Compiles and analyzes data needed and writes reports required to document the activity of the department. Prepare news releases or any other type of official department position paper for publication.

Supervises all personnel of the fire department. Directs the inspection of personnel. Holds meetings for the purpose of receiving reports or disseminating information. Assigns duty areas and work schedules, and approves leave. Oversees and evaluates the work performance of subordinates, and reviews their reports. Discusses their work performance with subordinates. Sees that discipline is maintained, counsels employees who are experiencing work problems, and meets and works with employee groups.

Develops a training program for the department and sees that such program is properly staffed and supplied with training resources. Provides for outside training for employees when necessary. Personally conducts classroom training.

Takes command at the scene of a fire or other emergency and supervises all subordinate personnel, performing size-up and directing rescue, ventilation, forcible entry, protection of exposures, fire extinguishment, pump operations, salvage and overhaul, and emergency medical services. Takes charge of all safety procedures. Directs the handling of hazardous materials. Maintains communications between the fire scene and other

authorizes personnel.

Enforces fire prevention laws, such as safety regulations for public assemblies, for the handling and storage of combustible materials, or for the use of flammable liquids and explosives. Directs a program of fire inspections to determine the existence of potential fire hazards. Recommends additions to or changes in fire prevention codes. Oversees the reviewing of plans and blueprints for new construction, and makes reports or recommendations concerning such plans. Directs a program of pre-fire planning. Manages the investigation into the causes, origins, and circumstances of all fires occurring within the jurisdiction.

Directs the care and maintenance of department equipment and apparatus, vehicles, and property. Directs the testing of equipment to insure that it meets all applicable standards. Arranges for repairs and maintenance of facilities, equipment, and operating systems, and inspects these after repairs to see that repairs were properly accomplished. Writes specifications for new department equipment, prepares these for public bids, and oversees the bidding process. Meets with sales representatives to review products for use by the department. Maintains an inventory of equipment and supplies. Directs the ordering and disbursing of supplies and equipment.

Performs any related duties assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements must be met before admission to examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States, being a qualified elector of the State of Louisiana, and passing a civil service examination for the position.

After offer of employment, but before beginning work in this class, must pass a medical examination prepared and administered by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must have a high school diploma or a valid certificate of equivalency issued by a state department of education and at least ten (10) years of progressively responsible experience in fire service positions with a paid municipal Fire Department, at least two (2) years of which must have been in positions which include administrative or supervisory responsibilities. Fire service experience must include experience in fire suppression

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and rescue, and may include work in positions which would provide background in fire prevention and investigation, fire training, and related areas of fire department operations and management.

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